

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

TITLE: Assistant City Attorney - Half-Time - 20 hours/week

LOCATION: City of Ithaca - Attorney's Office

SALARY: Salary for half-time position, commensurate with experience, is \$47,881 - \$57,457 with full time benefits package

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

POSITION DESCRIPTION: The Ithaca City Attorney's Office seeks a commercial attorney to join the Office as a half-time Assistant City Attorney, part of a dynamic legal team that advises and represents the City in all its operations. The position will work closely with City departments to protect the City's interests in transactional matters, from contract negotiation to litigation. The position will also interface with insurance carriers, supervise outside counsel, and assist with the City's other legal work as needed.

A successful candidate will have substantial experience negotiating and drafting contracts, advising clients regarding transactional matters, and representing clients in contract disputes. Previous experience with civil, municipal, commercial and/or construction law is preferred but not required.

To view the complete job description visit: <http://www.cityofithaca.org/302/Job-Descriptions>.

MINIMUM QUALIFICATIONS: Graduation from a New York State registered or regionally accredited law school **and** three years of experience in the practice of law with significant substantive experience representing clients.

SPECIAL REQUIREMENT: A license to practice law in a recognized jurisdiction of the United States is required at the time of appointment. A license to practice law in New York State must be obtained within twelve (12) months of appointment and must be maintained for the duration of employment.

RESIDENCY REQUIREMENTS: There are no residency requirements for this position.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of undergraduate and law school transcripts

Applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Applications will be accepted until the position is filled.
Please submit required application materials to:

City of Ithaca
Human Resources Department
Web site: <https://ithaca-portal.mycivilservice.com>



We would love to have you on our team! We hope to hear from you soon!